

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 12							
1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. USZA22-02-D-0014			2. DELIVERY ORDER/ CALL NO. 0030		3. DATE OF ORDER/CALL 2002May31		4. REQ./PURCH. REQUEST NO. DEC80421420100			5. PRIORITY							
6. ISSUED BY U.S. SPECIAL OPERATIONS COMMAND/SOAL-K 7701 TAMPA POINT BLVD. MACDILL AFB FL 33621-5323			CODE USZA22		7. ADMINISTERED BY DCMA CLEARWATER 9549 KOGER BLVD. GADSEN BLDG., SUITE 200 ST. PETERSBURG FL 34615-4822			CODE S1109A		8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)							
9. CONTRACTOR SVERDRUP TECHNOLOGY, INC. 5340 W. KENNEDY BLVD. SUITE 300 TAMPA FL 33609			CODE 096A3		FACILITY		10. DELIVER TO FOB POINT BY (Date) 2002Sep30 12. DISCOUNT TERMS Net 30 Days			11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED							
14. SHIP TO USSOCOM/SOCS-SJ MACDILL AFB FL 33621			CODE DEC804		15. PAYMENT WILL BE MADE BY DFAS OM/FP PO BOX 7020 BELLEVUE NE 68005-1920			CODE 525700			MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.						
16. TYPE OF ORDER		DELIVERY/ CALL		<input checked="" type="checkbox"/>		This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.											
		PURCHASE		<input type="checkbox"/>		Reference your quote dated _____ Furnish the following on terms specified herein.											
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.																	
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)					
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:																	
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE																	
See Schedule																	
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT					
		SEE SCHEDULE															
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle										25. TOTAL		\$20,814.18					
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____										27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		28. DO VOUCHER NO. 32. PAID BY		29. DIFFERENCES		30. INITIALS	
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____										31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		33. AMOUNT VERIFIED CORRECT FOR 34. CHECK NUMBER 35. BILL OF LADING NO.					
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.						42. S/R VOUCHER NO.			

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Sverdrup Technology
Unified and Special Operations Group

**Price Proposal - SOCS Command
Support**

CLIN 0006 Labor (FFP)	4	MO	\$5,153.545	\$ 20,614.18
CLIN 0002 Materials (Cost Reimbursable)	1	LO		\$50.00
CLIN 0003 Local Travel (Cost Reimbursable)	1	LO		\$150.00
CLIN 0007 Technical Data	1	LO		NSP
Grand Total				\$ 20,814.18

SPECIAL INSTRUCTIONS

All deliverables under this task order which are not clearly called out in the statement of work with specific performance requirements shall be issued to the contractor's Task Leader in the form of a written document issued by the Contracting Officer Representative (COR). The contractor shall document performance, hours, and costs, and the date of delivery of the draft or final deliverable in accordance with the contract data requirements listing.

ACCOUNTING AND APPROPRIATION DATA

AA: 9720100.56SF SC2 52SF DEC805 010000 59200 015498 525700 F25700 ESP: HQ
AMOUNT: \$20,814.18

**STATEMENT OF WORK
FOR
COMMAND SUPPORT CENTER SUPPORT**

1.0 SCOPE:

This Task Order (TO) Statement of Work (SOW) covers the requirements for Conference and Meeting Support services, PERSTEMPO and travel program management, and ABSS support for the Center for Command Support. Specific requirements of this TO include, but are not limited to, the following:

- Proficiency in taking minutes at high-level meetings, using either shorthand or a recorder.
- Proficiency in writing abilities.
- Proficiency in Microsoft Office Suite applications, Automated Business Services System, WinBas, and PERSTEMPO reporting.
- Must be capable of providing and supporting flexible work-hour requirements in support of this task.
- Experience with the Open Documents Listing (ODL).

2.0 APPLICABLE DOCUMENTS:

The ALMBOS contract SOW para 2.2.1.5 shall apply to the work being performed.

3.0 REQUIREMENTS:

3.1 Conference and Meeting Support. The contractor shall attend the Command Update, the Quarterly Review and Analyses (R&A) meeting, the weekly Deputies Meeting, and the weekly Maverick meetings, as a minimum. Other meetings may be assigned. The contractor shall provide written documentation/minutes on the results and proceedings of all assigned meetings. Minutes will articulate Command information; status on issues; CINC, CS, DCS or chairing individual's guidance; and general results of the meetings. The contractor shall ensure minutes are posted to the Command Web-site within 72 hours. It is imperative that the contractor has proficiency in writing abilities in order to articulate Command guidance in the transcription of minutes. (A001-Conference Minutes)

3.2 Graphics Support and PERSTEMPO tracking. The contractor shall prepare, update and maintain briefing packages/slides for recurring financial presentations on travel, internal to the Center for Command Support. The contractor will establish a metrics system using the

PERSTEMPO database to show the status of SOCS travel. The contractor will establish a repository for these metric presentations by fiscal year for historical purposes. The contractor will input data for PERSTEMPO tracking on a weekly basis. The contractor will provide a monthly status report of SOCS travel statistics to the Center's Resource Advisor. (A005-Metrics Presentation/Repository)

3.3 Travel Program Management. The contractor shall track, maintain and report on the status of open travel orders using the Open Documents Listing extracted from WinBasv3f software. Monthly Reports will be submitted which provide a listing of travel lines closed during the month. The monthly goal is to close 75 percent of open travel lines. In addition, the contractor will have the responsibility to keep the Center updated on changes to the Air Force and USSOCOM travel regulations, policies or procedures related to TDY travel. Changes or updates to these publications will be provided to Center personnel within two weeks of published change. (This may be done via email or briefings. (A003-Travel ODL Report)

3.4 Automated Business Services System. The contractor shall serve as the Center's primary point of contact for Automated Business Services System (ABSS) support. The contractor will ensure appropriate personnel receive training in ABSS; software loaded on computers, and appropriate ABSS flows are developed for SOCS. Contractor will publish an updated step-by-step ABSS booklet annually to assist SOCS personnel in preparing financial documents in ABSS. (A004- Step-By-Step ABSS Booklet)

3.5 The contractor shall use existing command software (Microsoft Office Suite) applications; PERSTEMPO, WinBasv3f, and the Automated Business Services System to accomplish all task order work.

4.0 TASK MANAGEMENT:

4.1 Programmatic Support. The contractor shall provide a qualified individual to perform the support functions defined in this SOW.

4.2 Risk Management. The contractor shall provide the Command Support Center with a quarterly cost and progress status review of the TO. The Quarterly Cost and Progress Status Review shall address the overall status and general conduct of this effort and will include, as a minimum, accomplishments and future planned efforts. Additionally, the contractor shall provide monthly cost performance reports, which depict labor and other expenditures of the TO and the TO total. Monthly cost performance reports shall be submitted electronically. (A002-Monthely Status Report, A006-Quarterly Contract Status Report)

5.0 PERIOD OF PERFORMANCE:

Contractor support will be provided from 31 May 2002 to 30 September 2002.

6.0 DELIVERABLES:

The contractor shall complete a task and electronically submit the required deliverables in accordance with the attached CDRLs.

7.0 ACCEPTANCE:

The USSOCOM Secretary of the Joint Staff or SOCS Resource Advisor (Performance Monitor/COR) shall make acceptance of TO deliverables. The Performance Monitor PM shall evaluate the deliverable for correctness, completeness, sufficiency of technical content, and compliance with applicable specifications and standards in individual taskings.

8.0 GOVERNMENT FURNISHED EQUIPMENT:


The Government will provide all office space, associated computer equipment and software, telephone(s), and any other office supplies necessary to complete this TO.

9.0 TRAVEL:

Occasional local travel is required.

10.0 SECURITY:

Specific tasks under this TO require personnel (b)(2)High
Technical data provided by the Government to the contractor shall be protected from the public disclosure, including data that provides any unfair advantage to any competitive contractor. Variation from this policy needs approval from the Government.

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)						<i>Form Approved</i> OMB No. 0704-0188					
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Office for the Contract/PR No. Listed in Block E.											
A. CONTRACT LINE ITEM NO. 0007		B. EXHIBIT A		C. CATEGORY: TDP _____ TM _____ OTHER <u>X</u> _____							
D. SYSTEM/ITEM SOCS Command Support Center			E. CONTRACT/PR NO. USZA22-02-D-0014/0030			F. CONTRACTOR Sverdrup Technology, Inc					
1. DATA ITEM NO. A001		2. TITLE OF DATA ITEM STATUS REPORT			3. SUBTITLE Monthly Summary Status Report			17. PRICE GROUP			
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80368			5. CONTRACT REFERENCE SOW Para. 4.2		6. REQUIRING OFFICE SOCS-DCS			18. ESTIMATED TOTAL PRICE			
7. DD 254 REQ TBD		9. DIST STATEMENT REQUIRED No		10. FREQUENCY MTHLY		12. DATE OF FIRST SUBMISSION 30 DAC Award		14. DISTRIBUTION			
8. APP CODE N/A				11. AS OF DATE TBD		13. DATE OF SUBSEQUENT SUBMISSION					
16. REMARKS Contractor content and format acceptable Electronic Submission Required						a. ADDRESSEE		b. COPIES			
								Draft		Final Reg Repro	
						SOCS-DCS				1	
						SOAL-KB				1	
						15. TOTAL					
G. PREPARED BY Maureen E. Domenech			H. DATE		I. APPROVED BY 		J. DATE 21 May 02				

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D. SYSTEM/ITEM SOCS Command Support Center			E. CONTRACT/PR NO. USZA22-02-D-0014/0030			F. CONTRACTOR Sverdrup Technology, Inc							
1. DATA ITEM NO. A002		2. TITLE OF DATA ITEM CONFERENCE MINUTES				3. SUBTITLE							
4. AUTHORITY (Data Acquisition Document No.) DI-ADMIN-81249A			5. CONTRACT REFERENCE SOW Para. 3.1			6. REQUIRING OFFICE SOCS-DCS							
7. DD 254 REQ TBD		9. DIST STATEMENT REQUIRED No		10. FREQUENCY ASREQ		12. DATE OF FIRST SUBMISSION ASREQ		14. DISTRIBUTION					
8. APP CODE A		11. AS OF DATE TBD		13. DATE OF SUBSEQUENT SUBMISSION ASREQ		b. COPIES							
16. REMARKS Contractor content and format acceptable Electronic Submission Required Due electronically within 72 hours after each meeting for review The Government has 10 days to review. The Contractor has 5 days to respond.						a. ADDRESSEE		Final					
								Draft		Reg		Repro	
						SOCS-DCS				1			
15. TOTAL													
		H. DATE		I. DATE		J. DATE 21 May 02							

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D. SYSTEM/ITEM SOCS Command Support Center		E. CONTRACT/PR NO. USZA22-02-D-0014/0030			F. CONTRACTOR Sverdrup Technology, Inc			
1. DATA ITEM NO. A003		2. TITLE OF DATA ITEM TECHNICAL REPORT STUDY/SERVICES			3. SUBTITLE Travel ODL			17. PRICE GROUP
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80508		5. CONTRACT REFERENCE SOW Para. 3.3			6. REQUIRING OFFICE SOCS-DCS			18. ESTIMATED TOTAL PRICE
7. DD 254 REQ TBD		9. DIST STATEMENT REQUIRED TBD		10. FREQUENCY ASREQ		12. DATE OF FIRST SUBMISSION ASREQ		14. DISTRIBUTION
8. APP CODE A		11. AS OF DATE ASREQ		13. DATE OF SUBSEQUENT SUBMISSION ASREQ		b. COPIES		
16. REMARKS The Government has 10 days to review. The Contractor has 5 days to respond. ODL status report on travel due to the Resource Advisor NLT than the 5 th of each month Contractor content and format acceptable Electronic Submission Required						a. ADDRESSEE		
						15. TOTAL		
H. DATE		J. DATE						

4/0

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D. SYSTEM/ITEM SOCS Command Support Center		E. CONTRACT/PR NO. USZA22-02-D-0014/0030		F. CONTRACTOR Sverdrup Technology, Inc						
1. DATA ITEM NO. A005		2. TITLE OF DATA ITEM TECHNICAL REPORT STUDY/SERVICES			3. SUBTITLE METRICS PRESENTATION/REPOSITORY					
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80508		5. CONTRACT REFERENCE SOW Para. 3.2		6. REQUIRING OFFICE SOCS-DCS						
7. DD 254 REQ TBD		9. DIST STATEMENT REQUIRED TBD		10. FREQUENCY see blk 16		12. DATE OF FIRST SUBMISSION see blk 16				
8. APP CODE A		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION see blk 16		16. DISTRIBUTION				
16. REMARKS The Government has 10 days to review. The Contractor has 5 days to respond The first travel metrics presentation is due 30 July 2002; followed by monthly presentations thereafter. Repository due 30 July 2002. Contractor content and format acceptable Electronic Submission Required						a. ADDRESSEE		b. COPIES		
						SOCS-DCS		Draft	Final Reg Repro	
								1	1	
						15. TOTAL		1	1	
H. DATE		J. DATE 21 May 02								

17. PRICE GROUP

18. ESTIMATED
TOTAL PRICE

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1. DATA ITEM NO. A003		2. TITLE OF DATA ITEM PROGRESS, STATUS MGMT REVIEW REPORT			3. SUBTITLE Contract Quarterly Review/Analysis			17. PRICE GROUP			
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80227			5. CONTRACT REFERENCE SOW Para. 4.2		6. REQUIRING OFFICE SOCS-DCS			18. ESTIMATED TOTAL PRICE			
7. DD 254 REQ No		9. DIST STATEMENT REQUIRED No		10. FREQUENCY QRTLY		12. DATE OF FIRST SUBMISSION 90 DAC Award		14. DISTRIBUTION			
8. APP CODE N/A				11. AS OF DATE TBD		13. DATE OF SUBSEQUENT SUBMISSION		15. COPIES			
16. REMARKS Contractor content and format acceptable Electronic Submission Required						a. ADDRESSEE					
								b. COPIES			
								Draft		Final	
								Reg		Repro	
						SOCS-DCS		1			
						SOAI-KBB		1			
						15. TOTAL					
G. PREPARED BY			H. DATE			J. DATE 21 May 02					